

American India Foundation (AIF)
Consultants - School Facilitator

Program – AMAZON AFE (Digital Equalizer)

Designation - School Facilitator (consultancy contract)

No of Vacancies: 13

Location: Gurugram (Gurugram, Farukknagar, Pataudi, Sohna)

Background:

The American India Foundation is committed to improving the lives of India's underprivileged, with a special focus on women, children, and youth. AIF does this through high impact interventions in education, health, and livelihoods, because poverty is multidimensional. AIF's unique value proposition is its broad engagement between communities, civil society, and expertise, thereby building a lasting bridge between the United States and India. With offices in New York and California, twelve chapters across the U.S., and India operations headquartered in Delhi NCR, AIF has impacted 9.2 million lives across 29 states of India. Visit www.AIF.org to learn more about AIF's work.

About the Program:

The Digital Equalizer (DE) Program of The American India Foundation (AIF) uses technology to transform the teaching/ learning process in under-resourced government schools. It utilizes technology to bridge the educational and digital divide in India by transforming schools, into dynamic places to teach and learn through collaborative, project-based learning. The DE Program, since its initiation in 2004 has impacted 15056 schools across 16 states covering 4.1 million students through 1,52,644 teachers. Presently, the program is being conducted in Delhi, Punjab, Haryana, Gujarat, Uttarakhand, Rajasthan, Maharashtra, Odisha, Telangana, Tamil Nadu, Karnataka, Andhra Pradesh, Bihar, Uttar Pradesh, Madhya Pradesh and Jammu.

The detailed **objectives of the proposed program** are:

- Develop scientific temperament and critical thinking by creating an enabling environment for children.
- Create an enabling environment of learning Coding and AI ML through innovative approaches and using technology and collaborated learning.
- Introduce 'Amazon Future Engineer' platform and related activities to students and teachers.
- Demonstrate innovations and presenting it in school forums.
- Support career counselling for students who have an acumen and interest for choosing a CS based career.

Key Responsibilities:

Visit allocated schools on a daily basis and to ensure effective implementation of the program

- Work with Govt Schools (as assigned allocated).
- Regular school visits to facilitate sessions, implement activities as assigned for the program deliverables.
- Responsible for database management – update, maintain and work closely with the MIS Officer/ Relevant SPOC to manage accurate data. Will be responsible in collecting student data and the monitoring data.
- Conduct regular sessions on coding, career counseling, teacher capacity building and assigned activities in assigned Govt Schools.
- Plan the timetable and session delivery in the school in consultation with the headmaster and the teachers.
- Conduct program orientation for the school staff.
- Ensure project implementation in the schools, so that Key Performance Indicators of the project are met in a timely fashion.

- Build and manage relationship with school teachers and principals to enhance ownership towards the program.
- Help students make their projects, and present them in front of various stakeholders.
- Conduct events like class-chats, mentoring sessions, inter-school and intra school activities, share-out and hackathons with the school students.
- Plan parents' meet and other events at the school level, as necessary.
- Reporting as per Organization standards. Prepare weekly, Monthly and Quarterly report.
- Identify and document case studies to share as part of the program reporting.
- Coaching and mentoring teachers and students at the school level.
- Conduct student training in IT and subject content.
- Ensuring adherence to minimum guarantee components in all schools of the respective clusters.
- Responsible to coordinate and ensure timely programme delivery and update the respective stakeholders.
- Any other work as assigned by the line manager/state program manager

Qualifications and Experience:

Post-graduation/ graduation in Computer Science / Technology & Education with a minimum of two years of experience in experience in the development sector.

Skills and Competencies:

- Proficiency in coding (basics), computer science, use of MS office, MS Excel and statistical tools is a must.
- Possesses a variety of skills – multi tasking, time management, flexibility and adaptability.
- Good communication skills in English and Hindi – both written and verbal; similar proficiency in Haryanvi will be a preference.
- Good Analytical skills and problem solver.
- Ability to work in field, with communities and in multi-stakeholder processes.
- Readiness to travel and commit to demanding program requirements.

Reporting: The position will report to the line manager/state program manager and dotted line to the District Coordinator.

Other: Salary commensurate with experience. Initially, the contract shall be issued till March 2022, which shall be renewed yearly thereafter, on the basis of performance.

Position Availability: Immediately

Application Process: To apply for this position, send your CV and covering letter describing how you meet the specifications for this role and what you bring to it to derecruitments@aif.org with the subject line "School Facilitator-AFE".

Deadline for applications: 30th August 2021

Only applications of short-listed candidates will be acknowledged.